

Eligibility Requirements

Applicants must:

- Be a U.S. citizen.
- Be able to obtain a Department of Defense security clearance.
- Have an undergraduate degree in accounting or a degree in a related field that includes or was supplemented by either 36 quarter hours or 24 semester hours in accounting (this may include up to 9 quarter hours or 6 semester hours in business law) OR be a college senior within 9 months of completion as previously specified.

Male applicants born after December 31, 1959 must be registered with the selective service.

Selection will be based solely upon merit and without discrimination because of age, race, color, sex, religion, national origin, marital status, physical or mental handicap, creed, political affiliation, or any other non-merit reason.

THE AFAA IS AN EQUAL OPPORTUNITY EMPLOYER

Frequently Asked Questions

Q: What types of work will I be doing?

A: We provide audit services for Air Force operations and activities at all levels. Most of our work involves operational audits in areas such as procurement, logistics, civil engineering, operational readiness, information systems, and other activities. Financial auditing comprises about 10 percent of our total workload.

Q: Where are positions located?

A: We have audit offices on many Air Force bases in the [continental U.S.](#), [Hawaii](#), and [Alaska](#). Additionally, we have audit offices in [Europe](#) and the [Pacific](#) that you will be eligible for after gaining sufficient audit experience. These are 2- or 3-year tours, extendable to 5 years, and your family may accompany you.

Q: What are my chances of being moved to other locations in the future?

A: Mobility is an important factor in job progression. Your willingness to transfer for more responsible job assignments better prepares you for career advancement opportunities.

Q: How much travel can I expect?

A: Most audit locations require some travel. Although the amount of travel depends on your duty location, the average travel is about 20 percent.

Q: What educational opportunities exist?

A: We encourage professional development and provide financial assistance for post-graduate, job-related studies, certification review courses, and other professional development opportunities. The amount of financial assistance may vary, depending on the availability of funds for this purpose. In addition, AFAA personnel have the opportunity to participate in professional military education courses.

Salary

AFAA auditors are covered by the National Security Personnel System (NSPS). Entry-level auditors begin their developmental career in Pay Band 1 of the Professional/Analytical Pay Schedule. Pay Band 1 employees are eligible for accelerated increases in pay commensurate with completion of specific training requirements. Additionally, they may receive annual performance pay increases available to all employees. Upon completing the training program, employees are promoted, non-competitively, to Pay Band 2 with a 6–20% increase in base pay depending on whether they accept an Audit Manager Trainee/Audit Manager position* or remain at base-level as a Senior Auditor. Audit Managers will receive a higher pay increase. Pay Band 1 base salaries range from \$25,623 - \$61,068 plus a Local Market Supplement. Generally, entry-level personnel will start out with an annual base salary at or above \$34,000 plus the Local Market Supplement.

2007 Pay Table

Standard Career Group			
PAY SCHEDULES		BASE SALARY (PER ANNUM)	
Professional/Analytical (YA)	Minimum		Maximum
Pay Band 1	\$25,623	-	\$61,068
Pay Band 2	\$38,824	-	\$87,039
Pay Band 3	\$75,879	-	\$127,031
Technician/Support (YB)	Minimum		Maximum
Pay Band 1	\$16,630	-	\$37,130
Pay Band 2	\$31,740	-	\$55,580
Pay Band 3	\$46,974	-	\$73,194
Supervisor/Manager (YC)	Minimum		Maximum
Pay Band 1	\$31,740	-	\$61,068
Pay Band 2	\$56,301	-	\$107,991
Pay Band 3	\$79,115	-	\$127,031
Student (YP)	Minimum		Maximum
Pay Band 1	\$16,630	-	\$61,068

Authority: This schedule of minimum and maximum rates has been established under the authority of paragraphs 9901.321 and 9901.322 of title 5, Code of Federal Regulations.

Published By: Civilian Personnel Management Service, Wage and Salary Division (<http://www.cpms.osd.mil/wage/wage.html>).

For more information about NSPS you can download the *HR Elements for Managers, Supervisors, and Employees, a Guide to NSPS* magazine from <http://www.cpms.osd.mil/nsps/docs/HRMSE.pdf>.

*Audit Manager Trainee/Audit Manager positions are located primarily at March Air Reserve Base (Riverside) CA, Brooks City-Base (San Antonio) TX, Wright-Patterson Air Force Base (Fairborn) OH, Maxwell Air Force Base (Montgomery) AL, and the Washington DC area.

Quality of Life

COMPRESSED WORKWEEK: This option allows you to work a 5-4/9 work schedule. You may work eight 9-hour days and one 8-hour day each biweekly pay period with alternating Fridays off. An example of a compressed biweekly work period follows:

Week One: Monday-Thursday (9-hour days)
Friday (8-hour day)
Week Two: Monday-Thursday (9-hour days)
Friday (day off)

FLEXIBLE WORK SCHEDULE: You have flexibility in establishing your work hours. You may start work anytime between 6:30 a.m. and 8:30 a.m. Depending on your start time, your workday can end anytime between 3:00 p.m. and 6:00 p.m.

OVERSEAS: Auditors are eligible for overseas tours in Europe and the Pacific. Your family may accompany you and all moving expenses are paid. While overseas, you receive a nontaxable housing allowance, a cost of living allowance, and have full access to the base exchange, commissary (grocery store) and medical facilities.

MORALE, WELFARE, and RECREATION: Access to facilities such as bowling alleys, hobby shops, golf courses, and many others.

TICKETS AND TOURS: Opportunity to purchase discounted tickets for local attractions, concerts, and travel.

FITNESS: Up to 3 hours administrative leave per week may be authorized for physical fitness activities at base fitness centers. Also, some Health and Wellness Clinics provide services such as body-fat analysis, cholesterol and blood pressure screening, and smoking cessation classes.

MOVING EXPENSES: AFAA pays some transportation and moving expenses to your first duty station.

TELEWORK: Telework is available to eligible personnel as outlined in AFAA guidance.

DRESS: Except for specific occasions, AFAA dress policy is business casual.

Locations

UNITED STATES:

Alabama

Maxwell AFB (Montgomery)

Alaska

Elmendorf AFB (Anchorage)

Arizona

Davis-Monthan AFB (Tucson)

Luke AFB (Glendale)

Arkansas

Little Rock AFB (Jacksonville)

California

Edwards AFB (Rosamond)

Los Angeles AFB (Los Angeles)

March ARB (Riverside)

Travis AFB (Fairfield)

Vandenberg AFB (Lompoc)

Colorado

Buckley ANGB (Aurora)

Peterson AFB (Colorado Springs)

Delaware

Dover AFB (Dover)

Florida

Eglin AFB (Valparaiso)

MacDill AFB (Tampa)

Patrick AFB (Cocoa Beach)

Tyndall AFB (Panama City)

Georgia

Robins AFB (Warner Robins)

Hawaii

Hickam AFB (Honolulu)

Idaho

Mountain Home AFB (Mountain Home)

Illinois

Scott AFB (Belleville)

Kansas

McConnell AFB (Wichita)

Louisiana

Barksdale AFB (Bossier City)

Maryland

Andrews AFB (Camp Springs)

Massachusetts

Hanscom AFB (Bedford)

Mississippi

Keesler AFB (Biloxi)

Nebraska

Offutt AFB (Omaha)

Nevada

Nellis AFB (Las Vegas)

New Jersey

McGuire AFB (Wrightstown)

New Mexico

Cannon AFB (Clovis)

Holloman AFB (Alamogordo)

Kirtland AFB (Albuquerque)

North Carolina

Seymour Johnson AFB (Goldsboro)

North Dakota

Minot AFB (Minot)

Ohio

Wright-Patterson AFB (Fairborn)

Oklahoma

Tinker AFB (Oklahoma City)

South Carolina

Shaw AFB (Sumter)

South Dakota

Ellsworth AFB (Rapid City)

Texas

Brooks City-Base (San Antonio)

Dyess AFB (Abilene)

Lackland AFB (San Antonio)

Randolph AFB (San Antonio)

Sheppard AFB (Wichita Falls)

Utah

Hill AFB (Ogden)

Virginia

Langley AFB (Hampton)

Washington

Fairchild AFB (Spokane)

McChord AFB (Tacoma)

EUROPE:

Germany

Ramstein AB

Spangdahlem AB

United Kingdom

RAF Lakenheath

Italy

Aviano AB

PACIFIC:

Japan

Yokota AB

Kadena AB

Korea

Osan AB

To obtain information on these bases, visit the official Air Force website at www.af.mil/sites/.

Benefits

EMPLOYEE DEVELOPMENT: Financial assistance provided for job-related graduate work and certification preparation courses.

ANNUAL LEAVE (VACATION):

- 13 days for the first 3 years
- 20 days after 3 years
- 26 days after 15 years
- Can accumulate up to 30 days

HOLIDAYS: Ten paid holidays per year.

SICK LEAVE: Thirteen days a year with no limit on amount that can be accrued.

RETIREMENT: The Federal Employee Retirement System (FERS) is a flexible plan designed for a work force that is more likely to work for several different employers during the course of a career. FERS has three components: Social Security Benefits, Basic Benefit Plan, and the Thrift Savings Plan (TSP). You can view the FERS handbook at www.opm.gov/fers_election/fersh/h_toc.htm#web.

BASIC BENEFITS PLAN. This portion is mostly financed by the government with a very small contribution from the employee. The employee's monthly payment depends on the employee's pay and length of service. The Government averages the highest 3 consecutive years of basic pay. This "high-3" average pay and the employee's length of service are used in the benefit formula. Employees may also receive a "Special Retirement Supplement" paid as a monthly benefit until the employee reaches age 62. This supplement approximates the Social Security benefit earned by the employee while employed by the Federal government. Your Basic Benefits Plan is vested after 5 years of creditable civilian service.

THRIFT SAVINGS PLAN (TSP). This tax-deferred retirement savings and investment plan offers the same type of savings and tax benefits private corporations offer under 401(k) plans. TSP participation provides the opportunity to invest for retirement, receive matching agency contributions, and reduce your current taxes. Employees receive an automatic 1 percent government contribution and can contribute up to 15 percent and receive as much as a 5 percent matching government contribution. Your TSP account is completely vested after 3 years of service.

HEALTH BENEFITS: The Federal Employees Health Benefits (FEHB) Program offers a wide selection of health plan options to best meet your health needs. The program offers guaranteed protection that can not be canceled by the plan, coverage without medical examination, or restrictions because of age, current health, or pre-existing medical conditions. The Air Force shares the premium costs. For more information, see the FEHB handbook at www.opm.gov/insure/health/index.asp.

LIFE INSURANCE: The Federal Employees Group Life Insurance (FEGLI) Program is an optional group life insurance plan offering low rates and the convenience of payment through payroll deduction. Basic life insurance coverage is equal to your annual basic pay (rounded to next \$1,000) plus \$2,000. Optional additional coverage for you and your family is available. To view the FEGLI handbook online, go to www.opm.gov/insure/life/handbook.

Career Development

We invest heavily in our auditors. From the beginning, AFAA provides you with a professional development program that continues throughout your career.

AUDITOR TRAINING SCHOOLS: Initially, we provide comprehensive and continuous training during the period required for you to reach fully qualified auditor status. Your formal development program includes both classroom instruction and various on-the-job practical applications under the guidance of senior auditors. You will have the opportunity to attend several auditor training schools at our in-house training facility on March ARB CA along with other courses. Auditor in-house training schools include:

- Professional Auditor Training School Entry-Level (PATSEL)

- Communication School

- Intermediate Auditor School

- Leadership School

- Computer Assisted Auditing Tools, and Techniques (CAATTs)

MANAGEMENT/GRADUATE COURSES: You are eligible to attend short- and long-term courses in specified fields. Some resident schools, such as the Air Command and Staff College and Air War College, may last up to 12 months. Your family may accompany you for this long-term training and all moving expenses will be paid.

CAREER BROADENING: AFAA personnel in pay band 2 (GS-12 equivalent) and above can apply for career broadening assignments in another field of Air Force Financial Management outside the AFAA. These are generally 3-year assignments and all moving expenses are paid.

GRADUATE AND PROFESSIONAL CERTIFICATION COURSES: To encourage professional development, we will partially fund job-related and self-improvement efforts to include graduate and various certification review courses. AFAA audit experience qualifies you for meeting all Certified Internal Auditor certification requirements as well as Certified Public Accountant certification requirements in many states.

Career Progression

Most auditors begin at the Pay Band 1 level. Upon completion of the training program, employees are promoted, non-competitively, to Pay Band 2. Further, we encourage auditors to apply for advancement to Audit Manager Trainee/Audit Manager positions located at March Air Reserve Base (Riverside) CA, Brooks City-Base (San Antonio) TX, Wright-Patterson Air Force Base (Fairborn) OH, Maxwell Air Force Base (Montgomery) AL, and the Washington DC area.

You have the opportunity for executive development through participation in the Air Force Financial Management Career Program (after meeting minimum progression requirements). Under this program, you become eligible for selected training and career broadening positions. See the "Career Development" section for additional information.

CAREER PROGRESSION PATH:

PAY SCHEDULE	POSITION TITLE
Senior Executive Service	Auditor General Deputy Auditor General Assistant Auditor General
Supervisor/Manager Pay Band 3	Deputy Assistant Auditor General Associate Director Region Chief Division Chief
Supervisor/Manager Pay Band 2	Program Manager Office Chief Team Chief
Professional/Analytical Pay Band 3	Senior Staff Auditor
Professional/Analytical Pay Band 2	Audit Manager Trainee/Audit Manager Staff Auditor Senior Auditor
Professional/Analytical Pay Band 1	Developmental Auditor

We believe mobility enhances an individual's development. However, we will consider your personal needs and desires.

MENTORING PROGRAM:

The AFAA Mentoring Program is offered to all newly assigned auditors. This voluntary program matches the new employee with an experienced AFAA member to assist in a smooth transition by (1) helping the new employee understand Air Force and AFAA missions, visions, culture, norms, and values; (2) fostering professional development and career planning; and (3) encouraging development of audit skills.

Application Process

As permanent and term job vacancies occur, we post announcements for these positions to the USAJOBS web site (<http://www.usajobs.opm.gov/>).

HOW TO APPLY: Submit required documents and follow directions as outlined in the announcement.

REQUIRED RESUME INFORMATION: If you submit a resume, you must include all requested information as specified in the announcement.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

If you have any questions, please contact the AFAA Recruiting Coordinator:

HQ AFAA/DOR
1101 Wilson Blvd, Ste 1010
Arlington VA 22209-2248
(703) 696-8558
AFAAJobs@pentagon.af.mil

Air Force Audit Agency

The Air Force Audit Agency (AFAA) needs innovative and creative individuals who possess strong oral and written communicative skills. Our auditors are highly motivated, goal-oriented, self-starters who are not content sitting behind a desk. Rather, they spend considerable time in the management activity interacting with the customer.

AFAA auditors have the ability to identify and understand critical issues and provide alternatives that achieve a successful conclusion. You will be continually challenged in providing a variety of audit services for Air Force management.

We appreciate your interest in AFAA. If you have any questions, visit our web site at www.afaa.hq.af.mil or contact our Recruiting Coordinator:

HQ AFAA/DOR
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